



Showcase Producer Kit

Dear Showcase Producer:

The following are items for your attention:

- A notice to be posted in your box office regarding complementary tickets to your production for industry representatives and members of Equity.
- A biography about Equity and information about the Equity logo. Both of these two items are to be included in your program. A copy of your program is to be sent to Equity **no later than the first performance**.
- Notices regarding several key items of importance, regarding leaving a showcase, subsidiary rights, and the no taping of a showcase provision. These notices should also be prominently posted for all Equity members to read.
- An Income/Expense/Attendance Report. This is to ascertain actual expenses, revenue and attendance figures, and should be submitted to Equity **no later than ten days after the completion of the showcase**.

Enclosed is also a deputy kit to be given to your Equity Actors.

Please consult the appropriate Showcase Code Rulebook for a complete listing of the rules governing the Showcase Codes. A complete copy of the rules governing your Showcase may be found at www.actorsequity.org in the Document Library under "Codes". Feel free to contact us with any questions.

Sincerely,

ACTORS' EQUITY ASSOCIATION

Showcase Department

Enclosure

Rev 05/21/09



Showcase Box Office Information

TO BE POSTED AT THE BOX OFFICE

Per Equity Showcase Rules:

Complimentary tickets shall be made available to franchised agents, bona fide casting directors, professional producers, playwrights, choreographers and directors. Such persons must be seated upon their arrival at the theatre.

Actors' Equity Association members, upon presentation of a paid-up AEA membership card, shall be admitted to the theatre, at no cost, on a standby basis.



Program Biography and Logo

Program Biography

Actors' Equity Association (AEA), founded in 1913, represents more than 50,000 actors and stage managers in the United States. Equity seeks to advance, promote and foster the art of live theatre as an essential component of our society. Equity negotiates wages and working conditions, providing a wide range of benefits, including health and pension plans. AEA is a member of the AFL-CIO, and is affiliated with FIA, an international organization of performing arts unions. The Equity emblem is our mark of excellence. www.actorsequity.org

Equity Logo

Digital versions of the Equity logo may be downloaded from the Actors' Equity Association web site at

<http://www.actorsequity.org/news/Logos/#logo>

If you have questions, please contact the Communications Department at 212-869-8530.



Important Showcase Information

PLEASE POST

- CHECKS:** Do not accept checks for payment unless they can be cashed immediately at the theatre or are certified.
- CLAIMS:** Claims against the management should be submitted immediately. Delay could render a claim invalid.
- FILMING/TAPING:** **No taping, filming or recording** may be made, in whole or in part, of any code production or rehearsal.
- EXPENSE REIMBURSEMENT:** Expenses are reimbursable **weekly** upon submission of a voucher by an Actor to the Producer.
- UNEMPLOYMENT CLAIMS:** Reimbursement of expenses is not earned income; Showcase participation is not “employment” and may not be counted as work weeks toward any unemployment claims.
- MEMBERSHIP:** An actor may not qualify for AEA membership on the basis of Showcase participation. **NO EMC POINTS ARE GRANTED.**
- ACCIDENT INSURANCE:** As one of the requirements to produce a Showcase, the Producer must have volunteer accident coverage or Workers’ Compensation Insurance for all rehearsals and performances. Any accident should be reported to the Stage Manager, Deputy or Producer immediately, and a Deputy accident form filled out.
- HEALTH/PENSION:** There are no Health or Pension credits.
- LEAVING A SHOWCASE:** Members may leave the production at any time during rehearsal or performance. Immediately upon deciding to leave the production, the member should notify the management in writing, forwarding a copy to Equity.



RIGHTS AND OBLIGATIONS WITH RESPECT TO FUTURE PRODUCTIONS.

The Code Producer's obligations commence, and the AEA member's rights vest, on the first day of the member's participation in the Code production, regardless of whether the member's role is subsequently written out of the play.

In the event that a Code Production is immediately converted to a contract production containing a provision ("Subsidiary Rights clause") requiring the contract Producer to make bona fide offers, or payments in lieu thereof, to AEA members who appear in the Code production

Or

In the event of a contract production within the time period specified in the applicable Subsidiary Rights clause, of a property which has been performed or rehearsed under the Code;

Then

All original Code participants who performed in the first paid public performance shall receive a bona fide offer in writing with a copy to AEA to perform their identical function, or payments in lieu thereof, as set forth in the applicable Subsidiary Rights clause prevailing at the time of the contract production.



Showcase Safe and Sanitary Information

Showcase Producers should investigate the Safe and Sanitary conditions at the venue, which is being used to present their Showcase. Every effort should be made to provide as many of the Safe and Sanitary conditions listed below as possible.

- ◆ Separate dressing rooms for men and women.
- ◆ Toilet with tissue paper.
- ◆ Adequate washbasin with hot and cold water.
- ◆ 30 inches of dressing table space with mirrors near for each actor.
- ◆ Adequate lighting.
- ◆ Drinking fountain or bottled water with clean cups.
- ◆ Proper ventilation.
- ◆ Ensure dressing room(s) are equipped with a working air-conditioner, if feasible, or a working fan.
- ◆ Adherence to all City Fire and Safety Laws.
- ◆ Check the following spaces to ensure that they are clear of any debris and clean stage or performing area, wing space, exit doors steps.
- ◆ Ensure that the performance and the rehearsal space, backstage areas are free of vermin.



Showcase
Expense- Income- Attendance Report Form
 To be filed with Equity upon completion of Showcase.

PRODUCTION INFORMATION:	
Show Title:	Producer:
EXPENSES:	
Rehearsal Space Rental	
Theatre (Performance) Space Rental	
Playwright's Royalties/Payment	
Insurance	
Personal Reimbursements	
Director	
Stage Manager	
Set/Lighting Designer	
Publicist	
Actors	
Production Crew	
Scenery/Lighting	
Costume Rental/Purchase	
Props Rental/Purchase	
Advertisement/Publicity	
Mailing	
Postcard Production	
Newspaper/Magazine Ads	
Posters/Flyers Production	
Programs	
Other Expenses	
TOTAL EXPENSES:	

INCOME:	
# of tickets sold	
# of complimentary tickets	
Box office Revenue	
Concessions Sold	
Other production Related Income	
TOTAL INCOME:	